

# Salem County Safety Committee MINUTES

Meeting Location: Office of Emergency Services

Meeting Date: April 15, 2008 Meeting Time: 9:00 am

#### Present:

- 1. Commerce Risk Management Services
  - Barry Sloane
- 2. Administration
  - Barbara Duffy
  - Lori Loveless (Workers Comp)
- 3. Finance
- 4. Health and Social Services
  - Public Health Blanche Hogate
  - Public Health Carolyn Shoemaker CWA Rep.
  - Nursing Home Michaele Miller
- 5. Public Safety
  - Jail Cpt. Anne Polk

- Sheriff Mark Smith (alt.)
- 6. OEM
  - Pat Spring
- 7. Facilities Management
  - John Smith
  - Bill Greenwood (alt.)
  - Sam Willis (alt.)
  - Curt Harker
- 8. Weights and Measures
  - Mark Robbins
- 9. Mosquito Commission
  - Tim Saunderlin

# **MINUTES:**

Barbara Duffy called the meeting to Order and acted as Meeting facilitator. Barbara welcomed new member, Curt Harker (returning), to the meeting.

A motion was made by Mark Robbins, seconded by Lori Loveless, the minutes of the February 19, 2008 Safety Committee Meeting be accepted as printed. Motion carried.

WORKER COMP STATISTICS. February and March reports were distributed: INJURY SUMMARIES, LOST TIME INJURY BREAKDOWN AND LOST DAYS BY MONTH. Lori Loveless requested suggestions for formatting the reports in order to make the reports more readable to the committee. Lori noted February was a good month with only 3 injuries reported and no lost time. March was more active with 9 injuries reported and 2 days lost. Synopsis - Employees are following procedure reporting all injuries.

#### **DEPARTMENTAL REPORTS:**

Curt Harker reported he has completed the monthly check in the Archives office. Noted cord/tripping hazards. With movement of equipment, cord problems arise. Curt suggested to the committee that when computer equipment is moved, IT should be involved.

Pat Spring reported he has submitted paperwork to Human Resources to hire a new Safety Coordinator. Approval by the Freeholder Board is expected at the next meeting.

Pat also reported he will be touring the Health Department building on 4/19/08 due to an impending fire inspection. All hazards will be addressed before the inspection to avoid being sited.

#### **OLD BUSINESS**

1. PPE Assessments (B. Sloane)

Personal Protection Equipment is generally not related to office staff. Barry Sloane reported he has

reviewed all of the assessments returned to him and returned suggestions to those departments. PEOSHA requires that the Department Head of each qualifying department certify the report and review PPE with employees. Analysis forms not yet received from the Jail or the Sheriff's department. Michaele Miller asked who responded from the Nursing Home. Barry did not have the information on hand but will resend an analysis form to John Rosolia, Administrator, to request the information again if needed.

Blanche Hogate questioned the need for Public Health to complete an assessment form – due to environmental related duties of some employees Barry suggested a form be submitted. Blanche will complete the PPE form and send to Barry.

#### 2. Safety Certificate Program (P. Spring/M. Robbins)

A draft of a Safety Recognition Certificate has been completed. The listing of departments, noting no injuries or improvement, will be used to produce the certificates. Distribution is the next task.

## 3. Nursing Home Safety Committee (Nursing Home rep.)

Michaele Miller instructs on safety at new employee orientation. Among items discussed:

- Alzheimer patient must be closely monitored as they cannot distinguish safe practices
- Keep eye out for wet floor
- At time of fall protect head, etc. as you can't prevent the fall. Institutional Attendant may get hurt in patient fall.
- Ergonomics gets Physical Therapy unit involved

Barry Sloane mentioned Commerce Risk is planning to provide back care safety training and, in the dietary area, knife safety. He will coordinate with Michaele to schedule training. Barry is scheduled to visit the Nursing Home on 4/15/08.

#### 4. February Meeting follow-up:

• Accident Analysis distribution - no response from Department Heads.

## **NEW BUSINESS**

# 1. Safety Manual Update

Barry Sloane has been working on the yearly review and update of the manual. Barry polled the committee on the effectiveness of the manual. Barry suggested a condensed version.

The County Safety Booklet was distributed to all for review. The committee will review the booklet, note changes to be made and discuss at the next meeting.

An electronic version of the manual and the booklet will be made available for ease in searching and access.

## 2. Training (B. Duffy)

Barbara reported that monthly CPR classes are now available. It was discussed and decided to post a Safety Committee webpage, accessed for the OEM page, that will provide minutes, newsletters, etc.

Curt Harker has offered to do a quarterly newsletter - one page that will be posted on the internet and distributed to employees with their paychecks. Curt felt that making Safety friendly will benefit our employees. He requested the committee submit topics.

Blanch Hogate motioned the meeting adjourned at 10:05am. Patrick Spring seconded. Motion carried. Next meeting will be held on June 17, 2008 at 9:00 am.

Prepared by: Barbara Duffy Prepared on: May 28, 2008